

S E C R E T

OFFICE OF TRAINING

NOTICE

No. 11-71

28 December 1970

SUBJECT: Dissemination of Training Reports

Effective Monday, 4 January 1971, Chiefs of Schools will be responsible for disseminating Training Reports prepared by their instructors on Agency employees who attend courses or programs conducted by their Schools. The following procedures will apply.

A. Originals of Training Reports on staff employees will be sent from the Chief of School to the Office of Personnel/Files, Room 5-E-13, Headquarters Building. Carbon copies will be sent to the Component Training Officer (CTO) whose signature appears on the Form 73, except that the copy on a CS careerist will be sent to the CTO through the DDP/TRO.

B. Originals and carbon copies of Training Reports on contract employees will be sent to the CTO through the Senior Training Officer.

C. Form 2119, "Report of Non-Completion of Training," will be used for staff or contract employees who do not complete a course or program and will be disseminated according to procedures in A or B.

D. Training Reports will be sent to the CP/Files and to Training Officers no later than 20 working days after the training is completed. The original of the Course Roster (Form 1961, "Agency Training: Internal"), with the Chief Instructor's comments, if any, noted under "Remarks," will be returned to C/ISS/AIR also no later than 20 working days after completion of the training. The Chief Instructor is responsible for the completeness and accuracy of the information on the roster. C/ISS/AIR

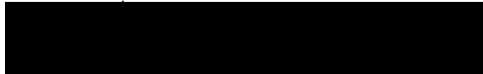
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is responsible for transmitting the rosters to the Office of Computer Services, DDS&T, where the data are used for the Agency Training Record

E. C/ISS/TR will provide Chiefs of Schools with names and addresses of Training Officers.

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HUGH T. CUNNINGHAM
Director of Training

Distribution:

I-C

Chiefs of Schools and Staffs

OTR Instructors

OP/Files

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